



Job Opportunity

State Controller's Office

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| Position: Claim Auditor/Sr. Claim Auditor (6 positions) Pending Freeze Exemption Approval | Statewide |
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| Location: Division of Audits 3301 C Street, Suite 705, Sacramento, CA 95816 |
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| Issue Date: March 25, 2002 | Final Filing Date: Until Filled |
| Contact/Telephone: Sylvia Ramos, 916-322-7977 | Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list |
| California Relay Service: 1-800-735-2929 | Position Number(s): 051-641-1771-XXX or 051-641-1765-XXX |

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under general direction of the Principal Claim Auditor incumbent will perform the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Audit claims for payment from over 270 State agencies, boards, and commissions.
- Determine if claims submitted for payment are legal and proper in accordance with applicable laws, rules, and regulations.
- Review State contracts for appropriate authorizations and approvals, highlight primary payment terms of the contract, and post subsequent payments to the contract/lease database.
- Determine that laws governing the agency and rules and regulations established thereafter provide sufficient authority for the incurring of the obligations.
- Prepare summaries to support their findings, identify deficiencies or defects in claims, and prepare draft correspondence.
- Successfully interact over the telephone with vendors, and State agency personnel.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Audits

3301 C Street, Suite 705

Sacramento, CA 95816

Attn: Sylvia Ramos